

Approved For Release 2002/03/20 : CIA-RDP77-00389R000100010006-9

Report of Classification Abuses

1. Applicability -- Individual submissions are required from each Department, (Agency or other organizational unit) shown in Section 2(A) and (B) of Executive Order 11652. Departments are also required to obtain and forward information on abuses occurring on projects or programs undertaken by contract.
2. Form or Format -- Use Standard Form 322, "Classification Abuses," in submitting this report. (See attached sample.) Where information is obtained from contractors, this form may be used as a transmittal document to avoid the cost of transcribing the data.
3. Report Basis and Scope -- A classification abuse is identified as an unnecessary classification, an over or under-classification, or failure to assign the proper downgrading and declassification schedule; or improper application of classification markings. It specifically applies to placing a document in an exempt declassification category except as provided in the cited Executive Order or NSC Directive. A classification abuse also includes any classification action by an individual not authorized in writing to exercise appropriate classification or exemption authority, or the improper delegation of such. Classification abuses becoming known during the reporting period as the result of an appropriate Departmental inspection program shall be reported.
4. Frequency and Due Date -- The report shall be submitted to ICRC no later than twenty-one calendar days after the end of each quarter.
5. Report Medium -- Submit typewritten report.

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6. Copies and Distribution -- Forward one copy of the report to ICRC and retain copies required for Departmental use.
7. Classification -- This is an unclassified report.
- ✓ 8. Procedural Instructions for Completing the Form -- Complete Standard Form 322 using the guidelines and definition contained in paragraph 3.
As a minimum, describe the classification abuse and state corrective measures taken to prevent recurrence. (Departmental records shall also be maintained and be available for appropriate inspection reflecting the name and title of the authorized, or unauthorized, classifier associated with each reported classification abuse.)

CLASSIFICATION ABUSES

Definition - A classification abuse is an over or underclassification of a document; failure to assign the proper downgrading and declassification schedule; or improper application of classification markings.

It specifically applies to placing a document in an exempt declassification category except as provided by Executive Order 11652 and the NSC directive governing the classifica-

tion and safeguarding of National Security information. A classification abuse also includes any classification action by an individual not authorized in writing to exercise appropriate classification or exemption authority, or the improper delegation of such. Classification abuses becoming known during the reporting period as the result of an appropriate departmental inspection program shall be reported.

Instructions - Report each classification abuse according to the following minimum requirements:

1. Describe the classification abuse.
2. State corrective measures taken to prevent recurrence.

3. Attach additional sheets or exhibits as necessary.
4. Submit report on this form no later than twenty-one calendar days after the end of each quarter.

DESCRIPTION OF INCIDENT

CHAIRMAN, DEPARTMENTAL REVIEW COMMITTEE (Name, Title, Signature)

PERIOD ENDING (Day, Month, Year)

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